



## **Position description: Consultant**

### ***About Tregaskis Brown Ltd***

At Tregaskis Brown Ltd, we work in partnership with our clients to help them turn their strategies into action.

We achieve this by helping to build capability and by providing hands on help. We work primarily in the areas of project and change management. We're determined to get the results our clients want and we don't expect to be paid unless we do.

We enjoy what we do and take pride in doing it well – our clients have confidence that we are a 'safe pair of hands'.

### ***Purpose of the position***

1. To undertake client assignments on behalf of the company.

These assignments will generally require strong project management skills, training and development skills and a good understanding of change management principles; however the content of assignments accepted by the company varies widely.

2. To contribute to the growth of the company by actively seeking new assignments for the company and participating in business development and planning.

### ***Key relationships***

- The Directors of Tregaskis Brown Ltd
- The Tregaskis Brown Ltd team, including our Associates
- Client representatives
- Prospective clients and referrers

## ***Consultant responsibilities***

- To work collaboratively with clients and to consistently achieve the highest possible standard of service on behalf of the company. Assignments will include:
  - Consulting
  - Delivery of training and coaching
  - Providing 'hands-on-help' to a project, PMO, or programme
- To plan and agree outputs, standards and timeframes with clients and ensure these are effectively managed throughout each assignment – a 'no surprises' relationship is critical to our success.
- To keep the assigned Director regularly and fully informed about progress with each assignment.
- To maintain a high quality of service and delivery by participating in our quality assurance process and being committed to ongoing professional development.
- To participate in strategic, business planning and marketing exercises for the company.
- To work as part of the wider Tregaskis Brown Ltd team to ensure the company consistently achieves results our clients expect – or better.

Our consultants are expected to maintain high ethical standards and fully comply with all the contractual requirements for each assignment with regard to confidentiality and ownership of intellectual property.

## ***Tregaskis Brown Ltd responsibilities***

- Wherever possible, to secure assignments for the consultant aligned with their individual skills, experience and developmental aspirations.
- To support the consultant in the achievement of outputs by providing formal quality assurance for each assignment and an informal problem solving forum.
- To support the consultant to continually develop their experience and competence in areas beneficial to both the company and the consultant.

## **Key Competencies**

A broad range of competencies and personal attributes are required for this position; the most important of these are set out below:

### **Communication**

- Expresses themselves clearly in writing in a style appropriate to the intended audience; produces professional-looking documents.
- Works successfully with people at different levels in an organisation and adapts communication style accordingly.
- Facilitates meetings and workshops that are an effective use of everyone's time and expertise.
- Provides written & verbal reports to the client that are timely, succinct and output focused.
- Able to deliver presentations that are well-designed, engaging and to the point.

### **Leadership**

- Consistently demonstrates a strong commitment to the goals of each assignment.
- Builds and maintains team commitment to the goals of the assignment, when working with client teams.
- Successfully "sells the vision" to a range of people at various levels of the organisation.
- Coaches client team members to work competently in their roles.
- Maintains the agreed direction and vision through periods of resistance to change.

### **Relationship management**

- Quickly establishes a constructive working relationship with client representatives.
- Maintains good, long-term relationships with clients and prospective clients.
- Establishes an understanding of the preferred working style of the key client representatives and adapts his/her style of reporting and communicating accordingly.

- Demonstrates a commitment to meet timeframes and resolve problems constructively, within the resources available.
- Ensures 'no surprises' for clients and Tregaskis Brown Ltd during all assignments.
- Works with client representatives to ensure there is a smooth transition to internal ownership as the assignment is completed.

### **Project management**

- Works collaboratively with clients to fully clarify and define the scope and expected outputs of each assignment.
- Develops project plans that are comprehensive, achievable and fully reflect the scope of the assignment.
- Implements the requirements of the assignment in accordance with the agreed plan.
- Takes responsibility for getting the detail right for the client.
- Monitors and reports on progress, identifies problems that arise and acts promptly to resolve these.
- Successfully facilitates project meetings and workshops where required.
- Can use a range of project management processes and tools and adapts their approach to the specific needs of each assignment.
- Is consistently 'output and solution-focused' throughout every assignment.

### **Training and Development**

- Is an engaging and highly interactive trainer.
- Understands the various learning styles of participants and is able to adjust their approach accordingly.
- When delivering training, is committed to ensuring the programme's objectives are met.
- Can provide one-on-one coaching, using the appropriate models and techniques.

## ***Personal Attributes***

- Highly conscientious.
- Enjoys working with detail while maintaining a good grasp of the bigger picture.
- Well-developed ethical and professional values.
- Enjoys working collaboratively.
- Has a warm personal style and well-developed sense of humour.
- Self-aware.
- Excellent workload and time management skills.
- Learns readily from own experience and that of others.

## ***Qualifications & experience***

- Professional experience that demonstrates the use of the competencies described above is essential.
- A tertiary qualification is highly desirable but not essential if work experience demonstrates equivalent knowledge and proficiency.
- A good level of competence in the basic Microsoft Office suite of tools is essential.
- PRINCE2™ and/or PMP qualifications are desirable but not essential.
- A full driver's licence is highly desirable.